MEMORANDUM TO: ALL HANDS, CIA LIBRARY

FROM:

Chief, CIA Library

SUBJECT:

Employee Progress Reports

You have heard through your Staff Advisory Committee representative that some form of job performance evaluation program is in the mill. The Library has had the honor conferred on it by the Assistant Director, OCD, of being selected to run an experimental program on performance evaluation.

Your Supervisors have met to discuss the format of these Reports and have agreed on the following:

- 1. There will be no adjective rating, such as Excellent, Satisfactory or Unsatisfactory.
- 2. There will be discussion between the Supervisor and you on the written report which will include an evaluation of your present job performance and an estimate of your future potential.
- 3. Both the Supervisor and you will sign the Report as an an indication that you have discussed the elements therein. Your signature will not necessarily mean that you agree.

The Reports are experimental. We do not know whether the Agency will adopt this form. The success of our own experiment depends on your intelligent cooperation.

STATINT



Approved For ase 2002/01/07 : CIA-RDP78-03578

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EMPLOYEE PROGRESS REPORT

(Read Instructions on Verso)

1,	Name: (print)			
2 -	Office: OCD Divisio	n: CIA Libra	ry Branch:	CONT. Self-Content of Content of
3-	Type of Reports R	egular	Administrative	;
4.	Period covered by this report: From To			
5.	Wnat is employee's perf	ormance in pre	esent position?	•
	Comments			
,				
O -	To what extent does emp	Toyee give in	dication of fut	ure development?
	Comments			
7、	v	ns that employ	yee might be be	etter suited for
	a different position?			
	Comment:			
			v	
8 -	Certification by signat		items have been	discussed
	between employee and su	pervisor.		
				
	Supervisor	Title	-,	Date
	Children Carrier and Section (Section Children Carrier and Carrier			
	Employee	Title		Date
9.				
•	Reviewing Official	Date	Rating Commi	ttee Date

INSTRUCTIONS

Progress reports are periodic evaluations of work which indicate how effectively individuals are performing their assigned duties and discharging the responsibilities delegated to them. One of the most important of supervisory responsibilities is to judge personnel working with you accurately and to record that judgment in terms that can be understood.

Since this evaluation will become an important part of the individual's record, it is expected that you will give it as much care and attention as you would like from those who in turn will be evaluating you.

These reports will be prepared by the supervisor six months after any change in grade or job series for each employee and annually thereafter. They will also be prepared upon relief or reassignment of the supervisor.

The following traits are generally regarded as having some bearing on an employee's performance and development. Although you are not asked for specific ratings, do not hesitate to refer to any of them in your comments, which should be terse and precise.

Ability to learn Speed Accuracy Dependability Initiative Cooperation Leadership Judgment

The supervisor and the employee will sign the report immediately upon completion of the progress report and of the discussion between the two. The signature of the employee does not necessarily denote his concurrence. The signature of the reviewing official will indicate agreement with the report prepared by the supervisor. Any changes or revisions made by this official will be discussed with the employee and the supervisor and will be explained in writing below.